

 **INTRODUCTION TO THE DWP / POLICE CLUBS’**

 **‘KICK START’ PROGRAMME**

Thank you for expressing an interest in our programme for sports club members which we are administering through funding from HM Government - Department of Works and Pensions [DWP].

You will not be surprised to know, that as the Police Community Clubs of Great Britain Limited [Police Clubs] predominately focus on engagement with Amateur Boxing, we are offering boxing clubs throughout the United Kingdom an opportunity to join numerous other sports an opportunity to participate in the Kickstart Programme which we believe provides huge benefits to both the individual Placement[s] selected and the club itself.

If you enter into this programme, you will join over 100 boxing club members and potentially, hundreds of other similar sports clubs active in various sports across the United Kingdom who have / are are taking advantage of this ‘FREE’ service.

The purpose of this project is to provide unemployed young people employment [in your case within Amateur Boxing Clubs], skills to enhance their personal CV, aiding progress to gain substantive employment and, by demonstrating a commitment to the agreed roles, increase their personal employability status.

**All this whilst learning the role[s] you have chosen within your club[s].**

**Importantly: *‘There is no cost what so ever to candidate or club’***

**Criteria**

The broad criteria for the funding these employment roles are:

+ Open to all gender;

+ For those aged between 18 and 24 years;

+ Currently  unemployed / receiving Universal Credits;

+ Currently NOT in education;

+ Candidates will be expected to carry out 25 hours of employment per week within their club;

+ They may or may not be current members of sports clubs;

**NOTE:** It is anticipated that boxing clubs will nominate 1 or possibly 2 Roles to be employed in this programme – the over-riding principle is that your club must be able to demonstrate that the post[s] offered are meaningful and justify paid employment for 25 hours per week*.*

Process of Application [By your Boxing Club]:

Contact should be made with the Police Clubs’ Offices [details below]:

* We will then discuss your application with your Club Representative [who has the authority to enter into an agreement on behalf of the club];
* Your Club Representative, in discussion with the Police Clubs, will

agree an appropriate role and job description and confirm your ability

to provide meaningful employment for the stipulated minimum of 25 hours per week;

* Your club may identify suitable person[s] / members fitting the criteria. Such identified persons may of course apply for the post in the manner set out below – The Police Clubs do not necessarily wish to be informed of details of this person[s] and no promises of their future employment should be made;
* The Police Clubs will then submit the details of the proposed role and job description to the DWP;
* If the role is agreed by the DWP, the role [job] will be forwarded to the Job Centre Plus [JCP] where the post will be advertised [providing a closing date agreed between the Police Clubs and the Host Club Representative];
* At ‘the closing date’ all applications will be shared by the Police Clubs to the Host Club Representative and a joint decision will be made of who is to be the successful applicant and a start date agreed.

All Placements will be employed and paid from the start date. They will receive the current governmental minimum wage as shown below:

The ‘NEW’ National Minimum Wage Rates per Hour [from April 2021]

For the purposes of this Kickstart employment of 25 hours per week – The following will apply from April 2021:

AGE RANGE RATE [APRIL] WEEKLY 6.MONTH

18 to 20 years 6.56 per hour 164.00 2,264.00

21 to 22 years 8.36 per hour 209.00 5,434.00

23 to 24 years 8.91 per hour 222.75 5,791.15

The Police Clubs Limited will also pay the appropriate National Insurance.

All wage payments will be made monthly in arrears directly into the Placements nominated personal account.

**With regard to the continuing status of the Placement - the following applies:**

* Albeit, he / she will be directly employed by the Police Clubs GB Limited, they will remain a registered member of the host club, Regional Association and their National Governing Body [NGB];
* Having agreed with the Police Clubs what role the Placement will carry out, the host club is responsible for ensuring that it is performed;
* A Regional Development Manager appointed by the Police Clubs will maintain contact with the host club during the Placement. This contact will result in a simple monthly return;
* Beyond this, there is an expectation that the Police Clubs will have minimal involvement with the management of the Placement excepting where the club requests for intervention whereby the Placement consistently fails to attend at times agreed with his club, regularly absences him / herself for no or unacceptable reasons and / or consistently fails to carry out their duties etc;
* The Police Clubs office and/or the Regional Development Manager of the Police Clubs will be available during working hours to give advice to both the host club and the placement;

**With regard to the continuing status of a host [Boxing] club - the following applies:**

This programme is open to all NGB Boxing Clubs throughout the United Kingdom, there is **no** requirement for clubs to become affiliated members of the Police Clubs of Great Britain.

**Apart from gaining a paid employed member[s] of your club – What does the club gain from this partnership with the Police Clubs of Great Britain?**

Once the formal engagement of the Placement has occured, your club will receive a parachute payment of £500 for EACH Placement who is accepted as an employee within this programme.

This payment will be paid into the host clubs’ nominated account one month after the Placements commencement day.

ROLES WITHIN THE POLICE COMMUNITY CLUBS GB [PCCGB]

SPORTS EMPLOYMENT ‘KICK START’ PROGRAMME

The following suggested activities and roles within amateur boxing clubs are by no means not exhaustive and your club may have various other job roles we could consider:

**NOTE:** Whilst some tasks and roles may be routine and non-taxing, some will need a degree of one to one assistance or supervision.

*When deciding the role that is best suited to your club, always consider expanding your wish list. Remember, your roles will be placed with the Job Centre Plus and they will reach a myriad of skills and abilities that you may not normally consider but if filled, it can enhance both the profile and profitability of your club! Remember this is a free service to you.*

Door-keeper or Doorkeeper / Cashier

Gymnasium & Kit cleaner

Gymnasium preparation [setting out equipment as directed for each session];

Web Builder or Web Master [+ Assistant to existing post holder]

Expanding / supporting Social Media [promoting club activities, programmes and/or tournaments]

Media & Marketing Lead [ + Assistant to existing post holder]

Club Development Officer [ + Assistant to existing post holder]

Club Secretary [ + Assistant to existing post holder]

Treasurer [ + Assistant to existing post holder]

Bid writer / fund raiser

Community Engagement Programme Lead

An assistant to the gymnasium refurbishment team [under supervision]

Driver of Club vehicle See Note \*

Club Lead Welfare Officer [ + Assistant to] See note \*\*

Club Lead 1st Aid Officer / Assistant Club 1st Aid Officer [Dependant of holding the appropriate qualification and aptitude]

NGB Registered Boxing Leader or NGB Registered L1 or L2 Coach [Activities restricted only to such duties allowed under NGB rules] See Note \*\*\*

‘Covid 19 Safe’ Club Lead

Grounds person [ + Assistant to existing post holder]

\* The host club will be required to evidence appropriate driving licence and insurance[s] to the PCCGB to cover the employee if this option is selected.

\*\* Dependant of holding the appropriate qualification and aptitude – A Basic Safeguarding course is integral in this Kickstart programme.

\*\*\* This post holder must be currently registered with the NGB and have other duties included in the post.

**NOTE**: If the nominee is currently a registered NGB **boxer** these activities can be included within the employment role but, must include other appropriate role[s].

Requirements of the programme

In order to secure the most advantageous benefits for the host club and to give added value to the programme, the majority of candidates will be required [subject to the caveats below], to complete the following courses [other courses / seminars may be added] ***all course fees will be paid by the Police Clubs***:

1. All Placements who are to hold a regulated role [eg: Boxing Coach, Boxing Leader, Welfare Officer etc] and are not ‘currently’ holding the appropriate certificates for Safeguarding and Protecting Children will be required to attend these certificated courses;
2. All Placements may complete a Boxing Leader course;
3. All Placements may attend a ‘Employability Workshop’ and receive other informative resources to increase their ability to secure further employment beyond the scheme;
4. All Placements will be introduced to the Police Clubs’ ‘Community Engagement Programmes’ and advised on pathways to engage with hard to reach communities both within and beyond the club on behalf of their club.

**NOTE: All courses will be delivered within the constraints imposed currently by the respective NGB’s, in relation to the Covid 19 pandemic.**

If you wish to proceed to submitting an application on behalf of your club please contact:

headquarters@policecommunityclubs.org

Police Community Clubs GB

Tel: 01202 768758 Monday to Friday 9am – 6pm Saturday 9am – 12.30

MB: 07776 393538 Monday to Friday 9am – 6pm Saturday 9am – 12.30

E: headquarters@policecommunityclubs.org

